



*Town of Amherst Planning Board*

## Site Plan Review for Cluster Subdivision - Application

*For Office Use:*

Application #: \_\_\_\_\_ Received by Planning Dept. \_\_\_\_\_ End of review period  
(65 days from date filed): \_\_\_\_\_

Related Subdivision Application # (if applicable): \_\_\_\_\_

Fee Paid to Town Clerk (\$): \_\_\_\_\_

Filed with Town Clerk: \_\_\_\_\_ Town Clerk

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Attorney/Designer/Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Is this an amendment to a previously granted permit?

Yes ☐

No ☐

**PROPERTY INFORMATION:**

Property Address/Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Project:

\_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_  
(if different from applicant)

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Deed of Property Recorded in:

\_\_\_\_\_

Book: \_\_\_\_\_ Page: \_\_\_\_\_

Map/Parcel: \_\_\_\_\_

Zoning District: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Signature of property owner(s)

CLUSTER SUBDIVISION SITE PLAN REVIEW APPLICATION

***This Page for Town Hall Office Use Only:***

Town Reviews (date completed):

Town Engineer		DPW Superintendent	
Fire Chief		Health Department	
Building Commissioner		Conservation Director	
Other:		Other:	

Abutters Notified: \_\_\_\_\_ (date)

Legal Ad Published in Gazette: \_\_\_\_\_ (dates)

Public Hearing Date(s): \_\_\_\_\_

Members Sitting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Decision: \_\_\_\_\_ Vote: \_\_\_\_\_

Decision Sent to Applicant: \_\_\_\_\_ (date)

Town Clerk/Building Commissioner/Town Engineer notified of Planning Board action: \_\_\_\_\_  
 (date)

**PLEASE NOTE:** The Town of Amherst - Planning Board Rules and Regulations (attached), Rules and Regulations Governing the Subdivision of Land, Zoning Bylaw Sections 4.3, Cluster Development and 11.2, Site Plan Review, and Landscaping Guidelines (available at the Planning Department office) should be used for reference in completing applications.

THE FOLLOWING ITEMS ARE REQUIRED WITH THE CLUSTER SUBDIVISION SITE PLAN REVIEW APPLICATION  
**Please check that each item is attached or completed:**

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- ☐ This completed Site Plan Review for Cluster Subdivision **Application form**.
- ☐ **Filing Fee:** There is a **\$300.00** application fee for Site Plan Review for Cluster Subdivisions.
- ☐ A **certified list of abutters** must accompany all site plan applications. This list should be ordered from the Assessors Office with the attached request form. It may take up to 10 business days for your certified list to be produced.
- ☐ If the property for which the permit is being sought has any tenants or lessees, they must be notified of the application. Please ask for the Planning Department's **"Tenant/Lessee Notification"** instruction sheet.
- ☐ **Request for Waiver(s)**

If waiver(s) are requested from any of the application requirements in Article II, Section 3B or 3E of the Planning Board Rules and Regulations, please indicate in writing here. **List section numbers to be waived and indicate reason(s) for request.**

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☐ **Project Information:**

Number of Existing Parcels/Lots: \_\_\_\_\_

Number of Proposed Parcels/Lots: \_\_\_\_\_ Flag Lots: \_\_\_\_\_

Land area of entire development \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Total number of dwelling units \_\_\_\_\_

single family \_\_\_\_\_ duplex \_\_\_\_\_ townhouse \_\_\_\_\_ apartments \_\_\_\_\_ subdividable dwelling \_\_\_\_\_

Number of affordable units \_\_\_\_\_ % of affordable units \_\_\_\_\_

Common Land Area: Required \_\_\_\_\_ acres Provided \_\_\_\_\_ acres

Usable Open Space Area: Required \_\_\_\_\_ acres Provided \_\_\_\_\_ acres

Water supply: public water ☐ wells ☐

NEW STREETS	Name	Right-of-way width	Pavement Width	Length	Cul-de-sac? (yes/no)
1					
2					
3					
4					
5					

*If more streets need to be included, please attach a separate sheet*

Streets are to be: Public ☐ Private ☐

- ☐ ONE (1) ORIGINAL AND SIX (6) COPIES of the **site plan** at scale 1" = 20', on 24"x36" sheets. Plans shall be prepared by a Registered Professional Engineer, Land Surveyor or Landscape Architect. Site plan review for cluster subdivision applications may be filed at the same time as the Definitive Subdivision Plan. If so, the plans submitted with the Definitive Subdivision Plan can be used to meet the filing requirements for the site plan (see Rules & Regulations Governing the Subdivision of Land). Additional information to also fulfill the requirements detailed in Section 3B of the attached Planning Board Rules and Regulations will be required by the Board.

**In addition to the site plan**, the Board normally requires the following information/plans unless waived:  
(Request waivers on previous page)

- |  |  |
|--|--|
| <input type="checkbox"/> Landscape Plan    | <input type="checkbox"/> Sign plan                                       |
| <input type="checkbox"/> Lighting Plan     | <input type="checkbox"/> Site management plan (See Management Plan Form) |
| <input type="checkbox"/> Soil erosion plan | <input type="checkbox"/> Traffic impact statement (TIS)                  |

Information to be included in these other required plans is detailed in Section 3B of the attached Planning Board Rules and Regulations.

- ☐ **Sketch Plan:** All applications for a cluster subdivision shall include a sketch plan showing a standard subdivision that could realistically be approved by the Board on the parcel proposed for the cluster subdivision. The Board shall use the sketch plan to determine the number of lots that would be allowed under the cluster plan.
- ☐ **Homeowners/Condominium Association documents:** The proposed Homeowners/Condominium Association documents shall be submitted to the Planning Board for review and approval prior to the release of lots for the purposes of building.
- ☐ **Affordable units:** Under the bonus provisions for the inclusion of affordable units, it is the Planning Board's intent that the 120% maximum bonus be given only in those instances where the application is including both low and moderate income affordable units.
- ☐ **Common Land management plan:** A detailed Common Land management plan shall be submitted with the Site Plan Review application for any cluster development proposed in a resource protection overlay zoning district, and for any open space community development, when the Common Land is to be retained by a private owner or a homeowners association corporation or trust. Information to be included in the Common Land management plan is detailed in Section 3E of the attached Planning Board Rules and Regulations.
- ☐ **Development Schedule:** For projects including new dwelling units, each applicant shall submit a proposed development schedule with the application, as required by Section 14.5 of the Zoning Bylaw. Please refer to Article 14 of the Zoning Bylaw, Phased Growth, for information on Development Schedules (Section 14.3) and Modification of Development Schedules (Section 14.4).

*Town of Amherst*  
**MANAGEMENT PLAN FORM**



The Rules and Regulations of both the Planning Board and the Zoning Board of Appeals require that applicants submit a management plan as part of the process for most applications.

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner: \_\_\_\_\_

*(if different from applicant)*

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Address and Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amendment to previously approved management plan?

☐ yes

☐ no

**INFORMATION REQUIRED FOR ALL PROJECTS:**

*(Attach additional sheets as necessary)*

Trash and recycling, including storage location, enclosure or screening, with frequency of pickup and name of hauling company, and responsible party to contact in case of complaint:

Parking, including size and number of spaces, location, screening, provision for handicapped spaces:

Lighting, including hours of illumination by location, types and wattage of fixtures:

Signage, including location, size, materials, and any illumination:

Landscape Maintenance, including annual schedule of watering, fertilizing, mowing, pruning, leaf pick-up, and so forth, and maintenance and replacement schedule of site furnishings:

Snow Removal, including name of contractor:

*(Please see Article IV of the Town Bylaw for regulations regarding the removal of snow and ice from sidewalks)*

**ADDITIONAL INFORMATION FOR SPECIFIC PROJECT TYPES (ATTACH ADDITIONAL SHEETS):**

**ADDITIONAL INFORMATION REQUIRED FOR**

Any changes to the neighborhood

**RESTAURANTS:**

Type of menu

Number of seats (indoor and outdoor)

Is any outdoor dining on public or private land?

Number of employees

Hours of operation

Alcohol

Plans for delivery and/or take-out service

Live or prerecorded entertainment

Noise management of patrons, music, fans and HVAC

Management of patrons gathering outdoors on property

Odor mitigation measures

Waste kitchen oil management

Litter control

Deliveries to or from the site

**ADDITIONAL INFORMATION REQUIRED FOR PERMIT**

**RENEWALS:**

Special permit #

Date of issuance

Any changes to the proposal

**ADDITIONAL INFORMATION REQUIRED FOR**

**APARTMENTS:**

Number of units, existing and proposed

Number of bedrooms, existing and proposed

Number of tenants

Owner-occupied?

On-site manager?

Copy of standard lease

Noise management of tenants, parties, music, and any  
outdoor HVAC equipment

Material, equipment, and large household goods storage

On-site recreational facilities

**ADDITIONAL INFORMATION REQUIRED FOR HOME**

**OCCUPATIONS:**

Type of business

Number of Employees

Hours of operation

Deliveries to the site

Equipment used/ Noise generated

Material and equipment storage

# AMHERST BOARD OF ASSESSORS

## REQUEST FOR CERTIFIED LIST OF ABUTTERS

**Note: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.**

**Please Print**

STREET ADDRESS		MAP	PARCEL	
OWNER'S NAME		APPLICANT'S NAME		
STREET		STREET		
CITY	ST	CITY	STATE	ZIP
CONTACT PERSON & PHONE #				

**Please circle type of permit or variance requested:**

- A: Liquor License – Immediate abutters, also 500’ from all borders for churches/hospitals/public & private schools.**
- B: Planning Board – Subdivision or Special Permit - 300’**
- C: Zoning: - Special Permit or Variance Appeals - 300’**
- D: Conservation: -Wetland Hearing - 300’**
- E: Planning - Site Plan Review 300’**

**\*\*Please note that if requesting abutters lists for two different departments for the same parcel, you must fill out separate abutters request forms.**

**NOTE: THE ABUTTERS LIST IS ONLY OFFICIAL FOR A PERIOD OF 30 DAYS FROM THE DATE OF CERTIFICATION BY THE ASSESSOR. AFTER 30 DAYS, YOU WOULD NEED TO REAPPLY FOR A NEW LIST.**

**Abutters fee: \$25.00 Due at time of request**

**Fee Received: \_\_\_\_\_ Date Received : \_\_\_\_\_**

**( ASO002 )**

**RECEIVED**



# ***ATTENTION!***



## **HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS**

**Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!**

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or
- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve **FINES** up to **\$500**, *PLUS* the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

### FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer  
Public Works Dept.  
586 South Pleasant Street  
Amherst, MA 01002  
(413) 259-3050  
[skeelsj@amherstma.gov](mailto:skeelsj@amherstma.gov)

### FOR PUBLIC SHADE TREE INFO: FOR SCENIC ROADS INFO:

Alan Snow, Tree Warden  
c/o Conservation Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3045  
[conservation@amherstma.gov](mailto:conservation@amherstma.gov)

Amherst Planning Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3040  
[planning@amherstma.gov](mailto:planning@amherstma.gov)

